



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2014

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #15 - SAFETY

1. This policy letter applies to all military and civilian personnel assigned or attached to the RNCOA. This policy outlines the guidance for Safety and Risk Assessment within the Academy. References for this policy letter are:

- a. AR 385 series
- b. CG Policy Letter 6

2. Safety will be a consideration in all aspects of the Academy's functions. This letter extends to the barracks, work place, occupational safety, motor pool, and field training exercises. It is vital that we set the highest standards incorporate safety as an integral part of our daily operations and "THINK SAFETY".

3. Each leader/supervisor is charged with the responsibility to enforce effective safety practices. Branch Safety Officers, managers and each individual will make every effort to anticipate and prevent accidents throughout the RNCOA.

4. The RNCOA Safety Program Leaders will be comprised of:

- a. The RNCOA Commandant will be overall responsible for the program.
- b. The RNCOA Safety Officer will be designated on orders and will be responsible for directing and supervising the Academy Safety Program.
- c. Each Branch Chief will be designated as their Branch Safety Officer.
- d. Each Branch Chief will designate an Additional Duty Safety Officer (ADSO) within their branch and will be responsible for the safety program within their branch.
- e. The RNCOA Safety Council, organized IAW AR 385-10, will meet quarterly when mission permits. The RNCOA Safety Officer will schedule the meetings. The Safety Council members will be comprised of the Commandant, Deputy Commandant, each Branch Chief (SLC, ALC and FT Meade Detachment) and one ADSO from each branch.

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5. The Commandant will publish and execute a yearly Safety Plan each FY that outlines all training requirements and procedures that will reduce and prevent accidents.

a. Mandatory Training requirements include:

(1) Commanders Safety Course (On-Line). All Branch Chiefs, MSG and above, and all instructors assigned to teach ALC will complete the course within 30 days of assignment.

(2) Additional Duty Safety Officer Course (On-Line). All designated ADSO's.

(3) Composite Risk Management (CRM) Course (On-Line). All assigned or attached personnel within 30 days of assignment. If the Commander's Safety Course is completed, CRM is included in the course.

(4) All Terrain Vehicle (ATV)/Motorcycle (MC) Agreement. All assigned or attached personnel will read and sign a Motorcycle Agreement form if they operate or own an ATV or MC.

(5) Army Accident Avoidance Course (On-Line). All assigned or attached personnel within 30 days of assignment or be within the 3 years of the expiration date of the last training.

(6) 26 years and under, Army Traffic Training (On-Line). All assigned or attached personnel that are 26 years old or younger, within 30 days of assignment.

(7) Hot and Cold Weather Training (OCT/APR). All assigned or attached personnel. It will be scheduled by the respective branch chiefs or deputy branch chiefs and recorded in DTMS. A sign in roster at the branches will be signed by the Soldier to verify attendance and kept on file at the Branches.

(8) Civilian Health Safety (On-Line). All assigned or attached civilians within 30 days of assignment.

(9) Remedial Driver's Training. Personnel that commit safety infractions on Fort Gordon (driving without a seatbelt, exceeding the speed limit, driving with cell phone, etc) will be scheduled by their Branch Chief through the RNCOA Safety Officer to attend Remedial Driver's Training.

b. Safety training will be on-going with command emphasis for both formal training (IAW DA PAM 385-1) and informal training. All supervisors will be alert for unsafe acts and conditions during duty and non-duty hours.

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c. A new job briefing will be given when a new Soldier arrives at the Academy or when a Soldier changes jobs. A supervisor will brief the specific hazards associated with each job. The briefing should be annotated and filed with the Soldier's training records.

d. Safety Briefings will be given weekly IAW safety requirements and prior to releasing Soldiers for the end of training for that week. In conjunction with a major holiday/4 Day weekend a safety briefing will be held at the Academy level.

e. Safety will be addressed on all performance evaluations.

f. All personnel will utilize the POV Risk Assessment Tool for all leaves and passes that include travel. Personnel will include a copy with the pass/leave form.

g. The RNCOA will conduct an annual safety assessment through the Army Risk Assessment Program. The RNCOA Safety Officer will schedule the assessment through the CRC at Fort Rucker, Alabama.

h. Each branch will complete Trips Report Memorandum for Record signed by the Branch Chief 48 hours prior to all three or four day weekends and turn in to the Academy Safety Officer. This memorandum for record will account for all POV inspections conducted and not conducted; justification must be given for any POV inspection that was not conducted (i.e. SFC Signal is currently on approved leave).

6. Accident Reports. The following notification procedures will be utilized for any safety incident that occurs within the RNCOA.

a. Each Branch Chief will contact the RNCOA Commandant within 15 minutes via telephone or in person once a safety incident happens.

b. The written initial accident report (see enclosure one) will be forwarded to the Commandant, Deputy Commandant, and Chief of Training no later than 2 hours after the incident occurs (Weekend/Holidays included).

c. The DA Form 285, Accident Report, will be filled out within 72 hours after the incident. The Branch Chiefs are responsible for the accuracy and promptness of the report. The report will be sent via the report it website found online at this website <https://reportit.safety.army.mil/> to the RNCOA Safety Officer for review prior to routing it through the chain of command. The Safety Officer will verify data, correct minor administrative errors, and forward to the Commandant for signature. The Commandant will sign the report in the report it system and forward it to the installation safety representatives through the report it system.

d. The following incidents will require an accident report:

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(1) Any injury that requires first aid by medical personnel to include a combat lifesaver. Example; an individual that receives an IV or ice sheets applied due to heat injury will be reported on a DA 285.

(2) Any injury that causes an individual (Army, GS-Civilian, Contractor) to get a restricted profile or requires loss time or hospitalization.

7. The point of contact for this memorandum is the Deputy Commandant, 1SG Thomas Gonzales at 706-791-7882 or thomas.m.gonzales.mil@mail.mil.

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